

**Wichita Police Department Policy Manual**

Approved by:

Policy 223--Light Duty

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Maintained by:
Information Services

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- 223.01 When a Department member is medically released to return to work after being off due to illness, injury or a critical incident, he or she will be reassigned to his or her regular job, provided the Department member can, once again, perform the essential functions of the job, with or without reasonable accommodation.
- 223.02 Reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions.
- 223.03 If, upon his or her return to work following an illness, injury or critical incident, the Department member's doctor(s) have verified that he or she cannot perform the essential functions of his or her normal job, with or without reasonable accommodation, the Department is required to assign the Department member "Light Duty" tasks, which he or she can perform up to 30 days. See the City of Wichita Human Resources Policy or the applicable Memorandum of agreement for additional information.
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- 223.04 An employee assigned to light duty must submit to his/her supervisor a progress report at least monthly. Progress reports from the employee's doctor may be requested by the Chief of Police. Progress reports must be submitted up to the point restrictions have been removed. Department members who are pregnant are exempted from this requirement.
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- 223.05 If the doctor releases a Department member to return to full duty at any time during an Light duty assignment, it is the Department member's responsibility to inform his or her bureau commander (the temporary bureau commander, if on a temporary assignment) by the next workday.
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- 223.06 If the Light duty time period is extended beyond 30 days or the applicable Memorandum of Agreement the Department member may be demoted by the Chief of Police to a pay range consistent with the temporary duties being performed, or pay may be reduced to a lower step within his or her current pay range.
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- 223.07 If a Light duty assignment expires before the Department member can return to his/her regular job, it is determined that the Department member is unable to perform the essential functions of his or her regular job, and no reasonable accommodation exists that would allow him or her to do so, the Chief of Police will attempt to transfer the Department member to a vacant position within the Department (that is not a promotion), contingent upon the Department member being qualified for and able to perform the essential functions of that position. The Department member will be paid within the range assigned to that position. In attempting to find a position for the Department member, the Chief will look only at vacant positions, and he or she is not required to create a new position to accommodate the Department member.
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- A. If no position exists within the Department, which the Department member is able and qualified to fill, the matter will be referred to the Work Restrictions Committee. The Committee will consult with the Department member, the Chief of Police and other departments within City government in an attempt to place the Department member in a vacant position, either within the Police Department or some other department.
- B. If the Work Restrictions Committee can locate a vacant position within the City of Wichita organization, the essential functions of which can be performed by the Department member with or without reasonable accommodation, the Committee will recommend to the Chief of Police and the City Manager that the Department member be placed in this position. Final placement in such a position will be within the discretion of the City Manager.
- 223.08 If no vacant position is available within the City that is suitable for placement of the Department member as outlined above, the Department member may be dismissed. However, if the employee applies for a medical retirement, he or she will be retained by the Department until a determination is made on the issue.